

 UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA	SOP number	UPNVJ/POB/FH-TU/033
	Manufacture Date	December 13, 2021
	Revision date	-
	Effective Date	December 13, 2021
FACULTY OF LAW	Endorsed by	Dean <u>Dr. Abdul Halim, M.Ag.</u> NIP. 196706081994031005
THAT PART	SOP Title	FINAL PROJECT DISSEMINATION SEMINAR

LEGAL BASIS: <ol style="list-style-type: none"> 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System 2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education 3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education 4. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards 5. Regulation of the Chancellor of the Jakarta Veterans National Development University Number 3 of 2021 concerning Guidelines for Final Assignments Other than Thesis in Universitas Pembangunan Nasional "Veteran" Jakarta 	EXECUTOR QUALIFICATIONS: <ol style="list-style-type: none"> 1. Understand guidelines and instructions on procedures for the Final Project Dissemination Seminar within the Faculty of Law UPN Veteran Jakarta 2. Owned International Journal Indexed Scopus Minimum Q4 or National Journal with Reputation Minimum Sinta 3.
LINKAGES:	EQUIPMENT GEAR: <ol style="list-style-type: none"> 1. LCD 2. Laptops 3. Exam Room 4. Whiteboard 5. Tables and chairs 6. Activity Implementation Banner
WARNING: Implementation seminar dissemination task end must be held procedurally and accurately.	RECORDING AND DATA COLLECTION: List receipt of BMN and Minutes. Documentation Digital and published via Youtube Faculty of Law.

FLOW DIAGRAM FINAL PROJECT DISSEMINATION SEMINAR

NO.	ACTIVITY DESCRIPTION	EXECUTOR					DOCUMENT	TIME	
		STUDENT	SUBAG-DIKJAR	CAPRODI	SUBAG-DIKJAR	FINAL PROJECT DISSEMINATION SEMINAR			THE EXAMINATION ON BOARD DISS EXAMINATION SEMINAR
1	Students submit published journal files at least Scopus Q3 or Sinta 3 printed (3 copies)	1						Journal files published ones has been printed	Customize it's a letter circular from the Study Program
2	Check on the completeness of attending the Final Project Dissemination Seminar	↳	2					Appropriate requi	2 Day
3	Ploting the dissemination seminar schedule and appointing lecturers who will test the final project dissemination seminar.		↳	3				Schedule of lecturers testing	7 days after the closing of registration for the Final Project
4	Announcement of final project dissemination seminar schedule			↳	4			Final project dissemination seminar exam schedule	7 days after the closing of registration for the Final Project
5	Final project dissemination seminar				↳	5		Final Project Dissemination Seminar	45-60 min/student
6	The deliberation of the Board of Examiners ends with the announcement of student grades (at least A-)					↳	6	Minutes of Final Project Dissemination Seminar	10 min/student

